

KIRKNEWTON PRIMARY SCHOOL PARENTS AND STAFF ASSOCIATION (KPS PSA)

CONSTITUTION AS AMENDED AT AGM ON 23 NOVEMBER 2023

1. Name

The name of the Association is Kirknewton Primary School Parents and Staff Association (PSA). The Association will be non-political and non-sectarian.

2. Aims and Objectives

The aim of the Association is to improve the quality of education of pupils attending Kirknewton Primary School and Nursery.

In line with this aim the Association will:-

- a) Encourage the recognition of the views of parents/carers and promote parental participation
- b) Organise fundraising to help the needs of the school and nursery
- c) Support and complement the work of the school's Parent Council

3. Powers

- a) The Association shall have the authority to do anything considered by the committee to be in furtherance of the Aims and Objectives.
- b) The Association has the power to decide how to distribute funds raised, however, this decision requires ratification thereafter by the Parent Council as outlined in Clause 28 of Parent Council constitution.

4. Membership

There are 2 categories of membership of the Association, namely:

- a) Ordinary Membership of the Association shall automatically apply to all parents and guardians of pupils currently attending the school and nursery and all school staff.
- b) Associate Membership of the Association is available to those individuals who are neither parent nor staff members but who wish to support the aims and objectives of the Association; their membership must be approved by the Chairperson.

5. Meetings

5.1 Ordinary Meetings (OM)

Ordinary meetings are the regular meetings which take place where the Committee, as elected, handle the day to day business in accordance with its aims and powers, as defined in Clauses 2. and 3. above.

The Committee shall meet as frequently as may be found necessary, but not less often than once every school term and at any time on request of the Chairperson.

Two weeks notice must be given before each Meeting.

All members are entitled to attend.

Minutes of Ordinary Meetings must be recorded and made available to all members prior to the next meeting.

A quorum for Ordinary Meetings shall be 6, 2 of which must be Office Bearers.

At all Ordinary Meetings voting shall be on the basis of one vote per committee member present at the meeting. In the event of a tie the decision of the Chairperson, who has both a deliberative and casting vote, is final.

Resolutions shall be carried by a simple majority, except when any change is to be made to the Constitution or the clause on Dissolution. In this situation the Clauses 10. Alteration to the Constitution and 11. Dissolution apply.

5.2 Annual General Meetings (AGM)

The Annual General meeting of the Association will be held in autumn each year.

The notice calling the meeting shall be sent to members at least two weeks in advance and must take place within school session.

All members are entitled to attend.

Minutes of the AGM must be recorded and made available to all members prior to the next ordinary meeting.

The quorum for an AGM is a minimum of 8 Ordinary Members.

At an AGM voting shall be on the basis of one vote per member present at the meeting.

The Agenda shall include:

- a) Chairperson's Report which will include a report on fundraising and other activities undertaken during the year outlining the work of the committee
- b) Treasurer's Report and approval of the current year's accounts
- c) Adoption of previous year's Audited accounts
- d) Appointment of the Auditor
- e) any resolutions submitted by members
- f) election of members to serve on the committee
- g) election of staff member to serve on the committee
- h) election of office bearers by the committee

5.3 Extraordinary General Meetings (EGM)

An Extraordinary General Meeting can be called by ONE of the following ways:

- 1) by the Chairperson
- 2) by the Committee
- 3) by 25 Ordinary Members

Notice of the meeting specifying the business to be transacted, shall be sent to Ordinary Members not less than 2 weeks in advance of the meeting within school session.

All Ordinary Members are entitled to attend.

Minutes of the EGM must be recorded and made available to all members within two weeks of the meeting date.

The quorum for an EGM is a minimum of 10 Ordinary Members.

For a resolution to be passed at an EGM it must have the support of at least two thirds of the Ordinary Members present.

Only the business stated in the notice calling the meeting may be transacted at the EGM.

6. Committee

The business of the Association shall be managed by a Committee consisting of the four Office Bearers (Chairperson, Vice Chairperson, Secretary and Treasurer), two staff members and at least 4 other parent /carer members.

Of the two staff members one will automatically be the Headteacher; the other staff member of the Committee will be elected at the AGM.

The minimum number of Committee members will be 10 (4 office bearers, 4 parents and 2 staff).

The maximum number of Committee members should not exceed 18.

The maximum staff members within the Committee should not exceed 2.

The proceedings of any meeting shall not be invalidated by any accidental omission to give notice of the meeting to, or the non receipt of a meeting by, a member.

Election of members of the Committee takes place at the AGM as detailed within Meeting clause 5.2.

Members shall be appointed for a one year term and be eligible for re-appointment.

The Committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted member(s) shall retire at each AGM but shall be eligible for appointment.

A member of the Committee failing to attend three consecutive meetings may, at the Chairperson's discretion, be deemed to have retired from the committee.

Whenever a Committee member has a personal interest in a matter to be discussed at a Committee meeting, the Committee member must:

- a) Declare the interest before discussion begins on the matter
- b) Withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- c) Not be counted in the quorum for that part of the meeting
- d) Withdraw during the vote and have no vote on the matter

7. Office Bearers

The Office Bearers of the Committee will be the Chairperson, Vice Chairperson, Secretary and Treasurer.

The Office Bearers are appointed by the Committee at each AGM and will remain in office until the next AGM.

Office bearers shall serve for two years but may then put themselves forward for re-election on an annual basis.

The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted member(s) shall retire at each AGM but shall be eligible for election.

The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

If the Chairperson is not present at a meeting, the Vice Chairperson will assume the role as temporary Chairperson, with equivalent rights, for the duration of that meeting.

The Secretary shall be responsible for taking and keeping accurate notes and actions of all meetings and issue Minutes within 2 weeks of the meeting date.

Such Minutes shall be available upon request to any member of the Association.

8. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association.

Cheques shall be drawn or withdrawals made against the signatures of two named office bearers, one of which will be the Treasurer.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The books shall be brought to balance on 30 September annually and financial statements prepared detailing both the Income and Expenditure for that year and the Net Assets held by the Association as at that date.

The accounts shall be certified by an auditor appointed at the previous AGM by the members. The auditor does not have to be a qualified accountant, though must be competent in working with figures, who is not a member of the Committee and whom the Committee holds in a position of trust.

The accounts, so audited, shall be submitted to the next AGM for adoption.

The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association, as defined in Clause 2 above.

No such funds shall be given or paid to any member or officer except:

- a) by way of payment for services actually rendered to the Association or
- b) by way of reimbursement of necessary expenses, e.g. travel, approved by the Committee and authorised by the Chairperson.

9. Public Liability Insurance

The Association shall take out Public Liability Insurance to cover all its meetings and activities.

10. Alterations to the Constitution

Changes or additions to the constitution may only be made at either an Annual General Meeting or Extraordinary General Meeting called specifically for this purpose,

The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those members present.

11. Dissolution

The Association may be dissolved only at an Extraordinary General Meeting called specifically for this purpose.

The decision to dissolve will be approved by not less than two thirds of those members present at the meeting.

In the event that the Association ceases to exist, any remaining funds should be distributed for the benefit of the children at the school by the Parent Council.

Definitions

Parents and Staff Association or PSA or Association– is the body of parents and guardians of children and staff in the school and nursery

Parent Member – every parent or guardian of a pupil currently attending either the school or nursery

Staff Member – every member of staff working in the school or nursery either in full time or part time capacity

Ordinary Member – collective term for every Parent or Staff Member

Committee Member – is a non-office bearing member of the committee who has been elected by the Ordinary Members

Associate Member –is a member of the Association who is not an Ordinary Member but who wishes to support the aims and objectives of the Association and whose membership has been approved by the Chairperson

Co-opted Member – is an individual appointed to the Committee as an Ordinary Member by the Chairperson

Office Bearer – are members of the committee who have been elected by Committee Members to fulfil the following specific roles: Chairperson, Vice Chairperson, Secretary and Treasurer

AGM – Annual General Meeting

EGM – Extraordinary General Meeting

OM – Ordinary Meeting

DECLARATION

It is hereby certified that this document represents a true and most up to date version of the Constitution of Kirknewton Primary School Parent Staff Association.

SIGNATURES

Chairperson:Sara Shaw..... Date:23/11/23.....

Secretary:Laura Shepperd..... Date:23/11/23.....